

STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 46 AND 278
INDIANAPOLIS, INDIANA

January 1, 2003 to December 31, 2003

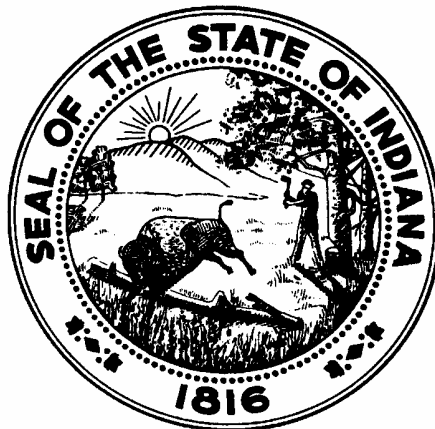


TABLE OF CONTENTS

<u>Description</u>	<u>Page</u>
Officials	2
Independent Accountant's Report.....	3
Schedule of Collections and Distributions.....	4
Notes to Schedule of Collections and Distributions	5
Statistical Information.....	6
Examination Results and Comments: Accountable Items	7
Exit Conference.....	8
Official Response	9

OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Mr. Gerald Coleman Ms. Mary DePrez	01-06-02 to 02-29-04 03-01-04 to 01-05-05
Branch Manager	Ms. Angela Baker (Interim) Ms. Cheryl DePrez (Interim) Ms. Angela Baker (Interim) Mr. William Chase	01-01-03 to 01-20-03 01-21-03 to 05-04-03 05-05-03 to 05-31-04 06-01-04 to 12-31-04



STATE OF INDIANA

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INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 46 and 278 (Branch) for the period of January 1, 2003, to December 31, 2003. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2003, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

October 5, 2004

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 46 AND 278
 INDIANAPOLIS, INDIANA
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS
 January 1, 2003 to December 31, 2003

	Branch Number 46	Branch Number 278	Totals (Memorandum Only)
Collections:			
Registrations	\$ 6,165,482	\$ 352,607	\$ 6,518,089
Titles	1,298,480	-	1,298,480
Drivers Licenses	352,963	-	352,963
Watercraft	99,840	-	99,840
Miscellaneous	<u>1,874</u>	<u>-</u>	<u>1,874</u>
Total	<u>\$ 7,918,639</u>	<u>\$ 352,607</u>	<u>\$ 8,271,246</u>
Distributions:			
State Fees	\$ 2,837,123	\$ 65,704	\$ 2,902,827
County Tax	4,320,855	259,428	4,580,283
Commission Fees	<u>760,661</u>	<u>27,475</u>	<u>788,136</u>
Total	<u>\$ 7,918,639</u>	<u>\$ 352,607</u>	<u>\$ 8,271,246</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 46 AND 278
INDIANAPOLIS, INDIANA
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles and drivers licenses are sold. Fees are uniform throughout the state. The following taxes are collected by the branches: excise tax, surtax, wheel tax, and use tax.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Self-Service Terminal

This report contains financial and statistical information for both Indianapolis License Branch Number 46 and License Branch Number 278, a self-service terminal (SST). The manager of Indianapolis License Branch 46 is responsible for maintaining the SST.

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 46 AND 278
 INDIANAPOLIS, INDIANA
 STATISTICAL INFORMATION
 January 1, 2003 to December 31, 2003

<u>Transactions Processed</u>	<u>Branch Number 46</u>	<u>Branch Number 278</u>	<u>Totals (Memorandum Only)</u>
Vehicle Registrations:			
Passenger	30,873	2,104	32,977
Motorcycle	1,294	90	1,384
RV (Housecar)	397	13	410
Light Truck	9,705	711	10,416
Other Truck	681	6	687
Farm Truck	26	-	26
Tractor	44	-	44
Trailer	2,444	155	2,599
Semi-Trailer	223	-	223
School and Church Bus	24	-	24
Other Bus	8	-	8
Other	6	-	6
Total Vehicle Registrations	<u>45,725</u>	<u>3,079</u>	<u>48,804</u>
Drivers Licenses and Permits:			
Drivers Licenses/Learners Permits	14,726	-	14,726
CDL Licenses/CDL Permits	1,538	-	1,538
Placards	1,673	-	1,673
Other	9,717	-	9,717
Total Drivers Licenses and Permits	<u>27,654</u>	<u>-</u>	<u>27,654</u>
Titles:			
Vehicles	22,069	-	22,069
Watercraft	327	-	327
Total Titles	<u>22,396</u>	<u>-</u>	<u>22,396</u>
Total Watercraft Registrations	<u>1,032</u>	<u>-</u>	<u>1,032</u>

STATE BUREAU OF MOTOR VEHICLES COMMISSION
 LICENSE BRANCH NUMBERS 46 AND 278
 INDIANAPOLIS, INDIANA
 EXAMINATION RESULTS AND COMMENTS

ACCOUNTABLE ITEMS

The following schedule details missing items revealed during a comparison of actual inventory of accountable items to the Open Inventory Report of the State Bureau of Motor Vehicles at December 31, 2003. No evidence was found to indicate these items have been sold.

<u>Year</u>	<u>Plate Type</u>	<u>Plate Number</u>
2002	Passenger	99L89
2002	Personalized	LSHD
2006	Special Recognition	FB41
2006	Special Recognition	FB42
2006	Special Recognition	FB43
2007	Motorcycle	20632
2007	Passenger	49A5996
2007	Passenger	49A5998
2007	Passenger	49A6852
2007	Passenger	49A7635
2007	Passenger	49B3245
2007	Passenger	49B6791
2007	Passenger	49B6792
2007	Passenger	49B7531
2007	Passenger	88U286
2007	Passenger	88U287
2007	Passenger	88U288
2007	Passenger	88U289
2007	Passenger	88U290
2007	Truck 7,000	309071A
2007	Passenger	49B6557
2007	Personalized	JS

A listing of the items that are to be accounted for to the State Board of Accounts is included in the Branch Operations Policies and Procedures Manual. (Branch Operations Policies and Procedures Manual, Supplies and Equipment Chapter)

STATE BUREAU OF MOTOR VEHICLES COMMISSION
LICENSE BRANCH NUMBERS 46 AND 278
INDIANAPOLIS, INDIANA
EXIT CONFERENCE

The contents of this report were discussed on October 5, 2004, with Mr. William Chase, Branch Manager. The official response has been made a part of this report and may be found on Page 9.



Bureau of Motor Vehicles Commission

Marion County License Branch

5155 South Meridian Street
Indianapolis, Indiana 46227
Telephone: 317 786-9342

Tuesday, October 12, 2004

"OFFICIAL RESPONSE"

State Board of Accounts
302 West Washington Street
Room E 418
Indianapolis, IN 46204-2738

Dear Sir or Madam,

My response to the State Board of Accounts Audit completed on Tuesday, October 5, 2004, is as follows:

This is my first audit since being appointed Manager at South Meridian #046 on July 12, 2004. I am not familiar with past practices in accounting for plates and placards but I am determined to reduce or eliminate the number of listing of items as found by the Auditors for this report.

I would like to thank the Auditors for their time and for their assistance and information in the compilation of this report.

Thank you for your time and for your consideration.

Sincerely,

William F. Chase, Manager
South Meridian, Branch #046